

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
DECEMBER 17, 2007  
SELECTMEN'S MEETING ROOM  
7:00 PM**

Board Members Present: Julie M. Hannum, Chairman  
James T. Collingwood Sr., Clerk  
David D. Macy

Other Staff Present: Joseph A. Kellogg, Town Administrator  
Rhonda LaBombard, Assistant Town Administrator

Chairman Hannum called the meeting to order at 7:00 pm.

**APPROVAL OF MINUTES:**

Selectman Collingwood moved to approve 2 sets of minutes for the December 3, 2007 meetings, seconded by Selectman Macy. The motion carried unanimously.

**SUSAN BUTLER – SOLID WASTE USER FEE ABATEMENT:**

Susan and Robert Butler were present to request a full abatement of their Solid Waste User Fee. They purchase a permit to use the transfer station in New Marlborough and do not use the Sheffield Transfer Station. Ms. Butler submitted a letter that she read regarding the abatement. Chairman Hannum stated that the Board would take the request under advisement.

**PUBLIC MEETING – COMMUNITY DEVELOPMENT STRATEGY:**

Elton Ogden, President of Berkshire Housing Development Corporation was present and explained that the Town needs to update its Community Development Strategy prior to submitting an application for Community Development Block Grant funds. A public meeting is required in order to receive input on the Strategy. Mr. Ogden said the Town has always been active in community planning and the Strategy as proposed and drafted by Rene Wood looks very good. Administrator Kellogg handed out copies of the draft Community Development Strategy to those in attendance. Chairman Hannum asked if there were any comments from the public. There were none and the public meeting was closed. The Board will be asked to formally adopt the Strategy at its next meeting.

**ECONOMIC DEVELOPMENT TASK FORCE:**

As a follow up to the last meeting, Rene Wood noted that much has been done on revising the by-laws to be more user friendly to businesses, however a more concentrated effort is required. She has talked with Joellen Warren from Berkshire Regional Planning Commission regarding setting up a Task Force for 90 days to review allowed uses in the General Business District to better reflect what people would like to see. Ms. Warren has indicated that BRPC would help with funding and training for the Task Force. Selectman Macy moved to form a Economic Development Task Force, to seek funding from Berkshire Regional Planning Commission and to request members to serve on the Task Force, seconded by Selectman Collingwood. The motion carried unanimously.

Names of applicants will be announced at the next meeting and appointment of the Task Force will take place at the second meeting in January.

#### **APPOINTMENTS:**

##### **Cable Advisory Committee:**

George Oleen has requested appointment to the Cable Advisory Committee.

##### **Broadband Access Committee:**

John Arthur Miller has expressed interest in serving on the Broadband Access Committee. Administrator Kellogg will contact John Arthur for a written request for appointment.

If anyone wishes to comment on these appointments, they should contact members of the Board of Selectmen. These appointments will be made on January 7, 2008.

#### **OIL BURNER BIDS FOR LIBRARY:**

Administrator Kellogg noted that the furnace at the Library is not working properly and needs to be replaced. It was suggested that the one large boiler be replaced with two smaller ones. Four bids were solicited and the following two were received:

Moran Mechanical-one large boiler \$15,700 - two small boilers \$16,300

Independent Heating – one large boiler \$14,952.81 – two small boilers \$28,659.59

Administrator Kellogg recommended that the bid be awarded to Moran Mechanical as low bidder for two small boilers for the price of \$16,300. Discussion ensued regarding the burners for the boilers.

Selectman Macy moved to award the bid for the Library furnace to Moran Mechanical for two small boilers for the price of \$16,300 with the condition that the burners are Riello burners or a comparable brand, seconded by Selectman Collingwood. The motion carried unanimously.

The work will begin this week and the heat will need to be off in the Library during installation. Chairman Hannum recommended that the Library close during installation of the boilers.

#### **2008 LICENSES:**

Chairman Hannum read the following list for 2008 License renewals:

All Alcoholic – Restaurant	2
All Alcoholic – Package Store	2
All Alcoholic – Innholder	1
All Alcoholic – Blanket	2
Wine & Malt – Innholder	1
Wine & Malt – Package Store	1
Antique & Second Hand	35
Automatic Amusement Device	1
Class I Motor Vehicle	2
Class II Motor Vehicle	7
Class III Motor Vehicle	7
Common Victualler	18
Innholders	4
Lodging House	18
Storage of Inflammable Material	4

Selectman Macy moved to approve the licenses as submitted, seconded by Selectman Collingwood. The motion carried unanimously.

**SELECTMEN'S ITEMS:**

Selectman Macy offered his appreciation to the Highway Department for all their hard work during the recent storms.

Chairman Hannum offered a reminder to all residents that any snow plowed into the road while clearing driveways must be removed.

Chairman Hannum noted that the Broadband Access Committee held their first meeting and is working on sending surveys to residents.

Chairman Hannum noted that she, Administrator Kellogg and Rene Wood attended a recent Regional Planning Commission breakfast with the Lt. Governor.

**TOWN ADMINISTRATOR ITEMS:**

Administrator Kellogg congratulated Assistant Administrator LaBombard for completing the Department of Revenue's Course 101 for Assessing. This qualifies her to set the tax rate.

Administrator Kellogg offered his thanks to Winthrop Barrett for donating his time to string the lights on the Town Christmas tree. Selectman Macy moved to send Mr. Barrett a letter of thanks, seconded by Selectman Collingwood. The motion carried unanimously.

Administrator Kellogg and Board members again thanked Tammy Blackwell for all her work with the Town Christmas decorations.

**OTHER BUSINESS:****Solid Waste User Abatement:**

Cornelia Webster has requested a full abatement of the Solid Waste User Fee for 1699 North Main Street. The house does not have a septic system and is used for storage. Selectman Macy moved to issue a full abatement for 1699 North Main Street, seconded by Selectman Collingwood. The motion carried unanimously.

Selectman Macy moved to enter Executive Session for the purpose of discussing mediation. The meeting will not return to open session. The motion was seconded by Selectman Collingwood and carried as follows:

Chairman Hannum – Aye

Selectman Collingwood – Aye

Selectman Macy – Aye

Executive Session began at 7:40 pm.

Chairman Hannum adjourned the meeting at 8:00 pm.

Respectfully submitted,

Rhonda LaBombard  
Assistant Town Administrator